

DIRECTOR OF CENTRAL INTELLIGENCE
Committee on Imagery Requirements and Exploitation

DCI/ICS-83-4570

MEMORANDUM FOR: COMIREX Members and Consultants

SUBJECT: COMIREX Orientation Trip to FSTC

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1. This memorandum provides instructions to those individuals who will be participating in the COMIREX Orientation Visit to the US Army Foreign Science and Technology Center (FSTC) at Charlottesville, VA, now scheduled for Tuesday, 7 June 1983. The purpose of the visit is to provide a current orientation for the Committee and to provide members with an opportunity to discuss imagery-related issues associated with the production of scientific and technical intelligence.

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2. Those scheduled to participate in the trip are identified in the listing at TAB A. If you are participating, please verify that your home phone number is correctly listed. Detailed instructions for participants are provided in TAB B.

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Executive Secretary

Attachments:

TAB A - Participants

TAB B - Instructions

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INFORMATION SHEET

1. Transportation. The US Army will provide helicopter transportation from the Headquarters Building to Charlottesville, VA and return. Ground transportation also will be provided both to and from the FSTC Building. You must provide your own transportation to the Headquarters Compound. You should plan on parking at the far end of the West lot near the helipad. (see attached map.) Helicopter transport will be via two helicopters;

2. Itinerary:

0720 -- All travelers report to Executive Secretary at Headquarters Helipad
0745 -- Departure of Flight 1
0845 --ETA of Flight 1 at Charlottesville-Albemarle Airport
0800 -- Departure of Flight 2
0900 -- ETA of Flight 2 at Charlottesville-Albemarle Airport
0910 -- Final Departure of ground transport from Airport
0930 -- ETA at HQ FSTC
Midday -- Working Lunch at FSTC
1530 -- Departure of ground transport from HQ FSTC
1550 -- Arrive at Charlottesville-Albemarle Airport
1600 -- Departure of Flight 1 from Charlottesville-Albemarle Airport
1700 -- ETA for Flight 1 at Headquarters Helipad
1615 -- Departure of Flight 2 from Charlottesville-Albemarle Airport
1715 -- ETA for Flight 2 at Headquarters Helipad

3. Reporting to Headquarters Helipad. You should plan to arrive at the Headquarters Helipad no later than 0720. You may enter the compound through either Gate 1 (off Rt 123) or Gate 3 (off the GW Parkway). Guards at both gates will have a list of those participating in the trip. Upon arrival, check in with the Executive Secretary. The helicopters are on a firm schedule -- so pending no operational delays, the helicopters will lift-off promptly at the scheduled time. The helicopters cannot wait for any late arrivals to the Headquarters Compound. You already have been assigned to a particular helicopter flight (see TAB A to the basic letter). The Security Staff Duty Officer will collect any agency badges prior to lift-off and hold them for the duration of the trip. They will be returned in the evening after return to the Headquarters helipad.

4. Security Clearance and Special Access Authorization. A TOP SECRET clearance and B-C-G-H/TK-O-N/SI-GAMMA special access authorizations are required to participate in this trip. All clearances and access authorizations must be certified by message to HQ, FSTC no later than Thursday, 2 June 1983. Certifications should be addressed to: SSO FSTC (Attn: MAJ Jack Rudolph). Each traveler must arrange for his or her own clearance/access certification through the security channels of parent organizations.

5. Transmittal of Classified Material. While authorized, the transmittal of classified material by travelers is discouraged during this trip. If you do plan to carry classified material, you must obtain the necessary authorization from your parent organization. A log of any classified material being carried should be filed with your registry/security control center. If you plan to carry any classified back from HQ FSTC, you must leave a log of the documents being carried with the SSO FSTC.

6. Funding/Travel Orders. No special fees are anticipated for this trip. Any routine travel expenses that you might incur during the trip, must be paid for by your parent organization or component. Even though this trip is scheduled for one day, and transportation will be provided by the US Army, you should ensure that approved travel orders are on record prior to your departure in the event of an unexpected delay enroute or unexpected travel emergency.

7. Dress. Travelers are free to wear either military or civilian apparel. The normal business suit and comparable military uniform are considered appropriate. Military are encouraged to wear their uniform.

8. Points of Contact:

- a. All questions concerning this COMIREX trip should be directed to the COMIREX Executive Secretary.
- b. Administrative points of contact at FSTC during the visit will be MSGT "Andy" Andrews and/or Ms. Lavonne Good. They may be used as points of contact to pass messages to visitors. They can be reached via the Washington trunk line, 484-1860, extension 411. (This is a local call from the Washington, DC area.)
- c. FYI, the Commander/Director of FSTC is COL Joseph Tedeschi; the Deputy Director is Mr. Donald Dinger. The trip is being arranged by the FSTC Washington Liaison officer, Mr. Joe Burt, 274-8028, local.
- d. In the event of a true emergency, and your family or others are unable to reach you by other means, they should contact one of the Headquarters Staff Duty Officers on [redacted] They have been advised of details concerning this trip and will be kept informed of any significant changes during the trip.

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9. Administrative Information: The helicopter transportation is dependent on both weather and operational considerations, either of which could result in a schedule change for the trip. In the event there is a last minute change, the Executive Secretary will contact you by telephone--at home if necessary. (Be sure he has your correct phone number.) Should you have to cancel out of the trip, it is important that you advise the Executive Secretary as early as possible. Feel free to call him at home in the event that your cancellation occurs the evening or morning before the trip.

Attachment: Map

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